



BLUE MOUNTAIN
SEVENTH-DAY ADVENTIST
ELEMENTARY

Blue Mountain
Seventh-day Adventist
Elementary
Student
Handbook

45 Woodland Terr.

Hamburg, PA 19526

mybme.org

610-562-5052

Blue Mountain Seventh-day Adventist Elementary

A Co-Educational Day School for
Pre-Kindergarten through Eighth Grade

Affiliated with
The Pennsylvania Conference of Seventh-day Adventists
Columbia Union Conference of Seventh-day Adventists

Accredited by the
Association of Seventh-day Adventist Schools,
Colleges, Universities and
Approved by the Commonwealth of Pennsylvania

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SCHOOL PERSONNEL

Principal Teacher	Grades 3-8	Kaisy Marschner	kkmarschner@paconference.org
Teacher Maintenance	Grades K-2	Matthew White Ed Cale	dmwhite@paconference.org
School Board Chair		Karl Halye	
Treasurer		James Master	
Assistant Treasurer		Annette Smith	

CONSTITUENT CHURCH PERSONNEL

Pastors			
Alex DuBee	Hamburg Community SDA Church		hamburgsda@aol.com
Sanghae Kim	Blue Mountain Academy Church		skim@bma.us

INTRODUCTION

Mission Statement

The Blue Mountain Seventh-day Adventist Elementary School's mission statement is:

Educating Now and for Eternity (Christ centered, academically focused, values driven)

Vision

BME exists to educate children in a Christian environment that balances the whole child academically, spiritually, physically, socially and emotionally.

Philosophy

The primary objective of education at Blue Mountain Seventh-day Adventist Elementary School is to restore the image of God in humanity by promoting the harmonious development of the physical, mental, social, and spiritual life of each child.

Education at Blue Mountain Seventh-day Adventist Elementary School is:

- A. Christ-centered, with an emphasis on study of the Scriptures.
- B. Integrated, sequential, and innovative.
- C. Preparing students to be successful in a changing world.
- D. Multi-cultural, recognizing and affirming the contributions of various cultures to American society.
- E. Values-centered being concerned with the development of Christian morals and character.
- F. Interactive, where students learn cooperatively and work together toward a common goal.

We take as our motto: "They shall be taught of God" John 6:45. Striving to have a vibrant relationship with God, we seek him daily. Education is more than academic success. We embrace the following Core Values:

Relationship with JESUS – We study the Bible, pray, help others and evangelize.

Academic Excellence – Prepare student for success through an exceptional curriculum.

Service to Others – We strive to reach others for Jesus.

Develop Critical Thinking Skills – We endeavor to teach students to solve problems.

Family – In our safe, nurturing community, we treat each other with respect.

SCHOOL-WIDE CURRICULUM GOALS

Blue Mountain Seventh-day Adventist Elementary School has adapted the Seventh-day Adventist North American Division Curriculum Goals for school as outlined in Journey to Excellence. In addition to the NAD School goals, the Blue Mountain Seventh-day Adventist Elementary School has developed additional school-wide goals.

Seventh-day Adventist Curriculum Goals

Each student will:

1. Acceptance of God
Surrender one's whole life to God, develop relationship with Jesus Christ and allow the Holy Spirit to work in one's life.
2. Commitment to the Church
Desire to know, live, and share the message of the Gospel Commission found in Matthew 28:18-20.
3. Interpersonal Relationships
Develop a sense of self-worth, skills in interpersonal relationships, and understanding of the responsibilities of family membership, and the ability to respond with sensitivity to the needs of others.
4. Responsible Citizenship
Develop an understanding of cultural and historical heritages; affirm a belief in the dignity and worth of others; and accept responsibility for local, national, and global environments.
5. Healthful, Balanced Living
Accept personal responsibility for achieving and maintain optimum physical, mental, and spiritual health.
6. Intellectual Development
Adopt a systematic, logical, and biblically based approach to decision making and problem solving when applied to a developing body of knowledge.
7. Communication Skills
Recognize the importance of effective communication and develop the requisite skills.
8. Personal Management
Function responsibly in the everyday world using Christian principles of stewardship, economy, and personal management.
9. Aesthetic Appreciation
Develop an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in the fine arts.
10. Career and Service
Develop a Christian work ethic with an appreciation for the dignity of service.

Blue Mountain Seventh-day Adventist Elementary School

1. Respect-----Develop an understanding of the importance of respecting others; recognize the rights of others and honor their dignity.
2. Coping Skills-----Develop basic coping skills to deal with life's experiences – Including the practice of conflict resolution.
3. Integrity-----Recognize moral/ethical situations and how to process and respond to them in the context of Christian values.
4. God's Word-----Appreciate God's Word as the Truth.
5. Knowledge Development-----Develop the skills to become a creative and critical thinker; acquire the abilities needed to seek new knowledge; foster the desire to study and learn throughout life.
6. Personal Responsibility-----Accept the responsibility for personal actions and decisions.
7. Personal Ministries-----Practice a life of service in the family, school, church and community.
8. Character Development-----Desire to be pure and peace-loving rather than contentious, considerate rather than thoughtless and demanding, reasonable rather than obstinate, straight-forward rather than devious or hypocritical, merciful rather than severe and heartless.

ADMISSION PROCEDURES

RATIONALE

Blue Mountain Seventh-day Adventist Elementary School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, sex, physical handicap, or national and ethnic origin in the administration of its educational and admission policies, scholarship, or other school administered programs. Parents seeking admission for their children into the school agree to respect and honor the religious principles on which this school is founded, and to comply with all school policies. Blue Mountain Seventh-day Adventist Elementary School is not designed to educate children with severe educational/emotional needs; hence, these children may be asked to seek admission where their needs may be more effectively met.

It is understood that while no religious test is required for students to enter BME, applicants will agree, by their application to BME, to respect the Christian principles upon which this school is founded and to observe the policies as set forth in this handbook.

BME reserves the right to require a student to withdraw from the school at such time it is determined that the student cannot or will not comply with school regulations or live in harmony with its standards.

POLICY

It is the school board policy that no student will be allowed to enroll who maintains an outstanding balance in any other school, unless prior arrangements have been made with the Blue Mountain Seventh-day Adventist Elementary School Finance Committee. No student who knowingly persists in the use of tobacco, alcohol, or drugs will be admitted or retained. A physical examination is required for all new students and for students when entering grades one, six. The forms can be obtained in the school office. This exam will be part of the student's permanent cumulative record folder.

NEW STUDENT ADMISSION

K-Eighth Grade – Enrollment Procedure

A student's application will be considered by the Admissions Committee only when all of the following have been completed and received in the school office:

1. Complete an application / registration form.
2. Provide verification of age at entrance (i.e. birth certificate).
3. Provide evidence that the child meets current Pennsylvania immunization and health requirements.
4. Submit pertinent educational records (i.e., report cards, standardized test scores, evaluations).
5. Fill out a request for records from transferring school, if applicable.
6. Each prospective student and parent must complete an interview with Principal and/or Homeroom Teacher. A prospective student may be given a readiness test to determine suitability for admission into the regular school program (reading/math/grade level).
7. Pay the required Registration Fee.
8. Provide names and addresses of three individuals for reference, if requested. Recommended references may include a pastor or teacher.

RETURNING STUDENTS

All returning students must complete a re-application form each year. The Admissions Committee will notify each student regarding their re-admission status. It is a privilege not a right to attend Blue Mountain Seventh-day Adventist Elementary School. This privilege may be withheld at the discretion of the BME Admissions Committee.

PRESCHOOL

Based on a year by year basis, if enough families are interested in the preschool program, the school administration and board will accept letters of interest in the preschool program by June 1. Our preschool is located in the Blue Mountain Seventh-day Adventist Elementary School building. This program operates a full day for the duration of the school year. The Preschool is closed during the summer months. A child who is interested in registering for the preschool program must be between the ages of 4 (as of August 30 of the current year) and 5 years old and fully potty trained.

K and 1st GRADE

The Administration and the Kindergarten teacher will assess a child's functioning level in the areas of motor skills, language ability, social-emotional and cognitive growth. The chronological age may or may not correspond to a child's developmental readiness for school. Screenings are normally conducted in June and July. Parents may make appointments through the Kindergarten teacher. Each child's screening results will be reviewed by the Admissions Committee, who will decide appropriate grade placement for the child. Potential kindergartners will only be screened if they are at least five years of age by no later than August 30 of the current year. Kindergartners and first graders are required to show proof of date of birth. Subsequently, a potential first grader should be six years old on August 30. It should be noted: Children turning five during the summer months often benefit from waiting a year until the following September for Kindergarten entrance.

MEDICAL POLICIES

Dental Examinations

The Pennsylvania State Department of Health requires a dental examination for all students upon original entry to K, or 1st Grade, and for those entering Grades 3 & 7.

Physical Examinations of Students

1. A physical examination is required for all new students. A physical examination is also required for all students when entering 1st, and 6th, grade.
2. This exam must be dated within 6 months from date of the entrance to school, and signed by a physician.
3. The medical examination report will be kept in the school office and is part of the cumulative record folder. Health forms can be obtained from the school office.

Several examinations are made during the school year by the school nurse**. Parents will be notified of irregularities that may be found in sight, hearing, etc. All medical forms must be completed by a licensed health care provider.

** BME's school nurse is an employee of the Hamburg Area School District.

Parent/guardians are encouraged to attempt to establish time schedules with their physician that would eliminate the need for medicine disbursement during school hours.

Teachers and school staff are not permitted to disburse medication outside of giving a student their inhaler. Parents/guardians must make arrangements to come to the school to administer any medications required during school hours. If that is not possible, the Susquehanna Township school nurse can be scheduled.

If it necessary for our school to store any medically prescribed items, the following terms must be met:

- A *Medication Administration Form* must be properly completed and signed by the prescribing physician for each item.
- Any medical prescriptions or equipment must be kept in the original packaging with the prescription sticker intact, along with any instructions, etc. given by the pharmacist. This will be turned into the school office to be stored under lock and key.
- All stored medications and/or equipment must be taken home by the parent/guardian at the end of each school year. The students will not be allowed to bring them home. The Susquehanna Township school nurse is required to dispose of and/all medically prescribed items stored at the school after the last school day of the year.
- This entire process must be repeated at the start of each school year.
- If a student is allowed to self-administer and carry an inhaler with him/her during school hours, a *Medication Administration Form* must be properly completed and signed by the prescribing physician and turned into the school office at the start of each school year. The inhaler must be kept in the original packaging with the prescription sticker in tack and stored in the student's book bag while on school property.

NOTE: Students are not permitted to possess or self-administer ANY medications while at the school. This would include, but not be limited to: cough drops/syrup, and over-the-counter medications (e.g. aspirin, Tylenol, antacids, allergy medication, etc.)

Vaccine Information

Up to date immunization records must be supplied and kept with a student's application.

Children IN ALL GRADES (K-12) need the following **IMMUNIZATION FOR ATTENDANCE:**
4 doses of tetanus, diphtheria and acellular pertussis (1 dose on or after the 4th birthday)

Mumps	Measles	Ringworm
Scabies	Whooping cough (pertussis)	Impetigo
Pink eye	Chicken pox* (varicella)	Head Lice*

4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)

2 doses of measles, mumps and rubella

3 doses of hepatitis B

2 doses of varicella (chickenpox) vaccine or evidence of immunity

Children ENTERING 7 – 12th Grade— **ADDITIONAL IMMUNIZATION REQUIREMENTS FOR ATTENDANCE:**

2 doses meningococcal conjugate vaccine (MCV)

1st dose is given 11-15 years of age;

2nd dose is required at age 16 or entry into 12th grade.

(if the dose was given at 16 years of age or older only one dose is required)

1 dose of tetanus, diphtheria, acellular pertussis (Tdap)

(if 5 years has elapsed since last tetanus immunization)

These requirements allow for medical reasons and religious beliefs, philosophical/strong moral or ethical conviction. If your child is exempt from immunizations, he/she may be removed from school during an outbreak.

Pennsylvania's school immunization requirements can be found in 28 PA. CODE CH.23 (School Immunization)

ILLNESSES

If your child has a temperature of 100 degrees or more, please do not send them to school until it is back to normal for at least 24 hours. Should your child become ill or have a fever while at school, you will be asked to come and get them.

MEDICAL EXCLUSIONS

Any student demonstrating signs of a communicable disease will be excluded from school and may be readmitted only with a signed doctor's certificate. The above list of diseases and infections may include, but are not limited to them

*A doctor's certificate is not required for starred items.

NUTRITION

"The relation of diet to intellectual development should be given more attention than it has received." (Education, p.204) The value of a wholesome well-balanced breakfast and lunch can be of substantial aid in the education process. We encourage parents to render their assistance in this matter. We also encourage parents to uphold the standards of our church in relation to diet and health. Vegetarian lunches are recommended. No pork or other unclean meats are permitted (refer to your Bible, Leviticus 11 for guidance). Also, caffeinated drinks are not permitted. Students may bring a lunch from home or participate in the hot lunch program on the day it is provided.

Reference: White, E.G. Education. 1903.

FINANCIAL INFORMATION

Constituent Rate Eligibility

The Hamburg Seventh-day Adventist Church and the Blue Mountain Academy Church provides a subsidy for the operation of the Blue Mountain Seventh-day Adventist Elementary School. The members of these churches form the constituency of the Blue Mountain Seventh-day Adventist Elementary School. The subsidy these churches provide to the school allows their church members to be eligible for constituent scholarships. Foster children or any child under the legal guardianship of a constituent member will have the same opportunities of scholarships.

Application for constituent scholarships is part of the registration form. Constituent church membership will be verified with the church clerk or pastor.

Registration Fee

The full registration fee of \$200 will be charged regardless of when the student may enter school. Early registration is due June 1 to obtain a \$50 discount on the registration fee for \$150. Registration fee is non-refundable.

Fees

Science Lab fees of \$90 per student, grades 1-8, is due by registration.
Activity fee, grades 5-8, of \$200 is due by registration.

Tuition Payments

Each student has a school account with a payment plan. The standard plan is developed for ten monthly payments (August through May). At registration, a form will be provided to set up automatic payments through ACH withdrawal from your bank account on the 25th of each month for the students monthly tuition cost.

Advance Payment

A discount is allowed for a student who pays a full year's tuition and registration fees by registration day. Arrangements may be made for semester payments.

A 3% discount is allowed for a student who pays a full year's tuition and registration fee by the start of school; a 1% discount is allowed for a student who pays at the beginning of each semester.

Late Registration

Full tuition will be charged for a student who registers late, within the first month of school.

Delinquent Accounts

The School Board does not wish to see a student deprived of a Christian education, or for a tuition balance to become large and burdensome. Therefore, tuition must be current by the last day of school before Christmas vacation. Students with an outstanding balance as of that date will not be allowed to continue second semester. Any request for an exception to this policy must be made in person to the Treasurer or the Principal and satisfactory arrangements must be made.

All accounts must be paid in full by the last day of school. Diplomas, report cards, transcripts, or other school records (except health records) will not be released for a student until their account is paid in full. Anyone with a delinquent account will not be permitted to register for a new school year, unless satisfactory payment arrangements are made.

Financial Aid Policy

Parents must request and submit an application provided by the school for aid no later than September 1st of the current year to the Principal or Treasurer along with a Tax Return Transcript (complete Form 4506-T on line with the IRS or call 1-800-908-9946. It takes 5-10 days to get this back, plan accordingly) from the Internal Revenue Service (IRS) to apply for aid other than the constituent scholarship. The aid awarded will be approved by the school board by their October board meeting. Notification of the award will be given by the treasurer to the parents by November 1. Award notification for the PA Conference funds may be later than this date. By getting aid one year does not guarantee that the following year you will be eligible for aid or be granted the same amount of aid as the prior year was awarded. The award will vary from year to year based on the funds available. The aid is also based on financial need.

The **Constituent Scholarships** are not subject to income verification. Parents need to notify the treasurer on registration day what constituent church they have their membership at. This will be verified with the churches prior to granting the scholarship. If the parent changes their membership during the year to or from a constituent church, the constituent scholarship will be prorated for the portion of time they had constituent membership. It is the parent's responsibility to notify the school treasurer of the change of their church membership after the start of the school year for the scholarship prorated eligibility.

Constituent Scholarship Amounts

First Child = \$750/yr.

Second Child = \$650 /yr.

Third Child = \$550/yr

Families with Kindergarteners are only eligible for the constituent scholarships. No other aid is available for Kindergartener students.

Families are eligible to apply for other aid for students in grades 1 through 8 with family income under \$100,000.

Other Aid available:

Limited Scholarships available for Adventist members:

3-Way plan

Agnes Eroh

Worthy Student (PA Conference)

Limited Scholarships for all students (grades 1-8):

Partners for Eternity

Worthy Student

Each family will be awarded worthy student aid based on a weighted point system on the funds available for their need as follows:

Family Adjusted gross income (AGI) \$50,000 and under = 3 points

Family Adjusted gross income (AGI) between \$50,001 to \$75,000 = 2 points

Family Adjusted gross income (AGI) between \$75,001 to \$99,999 = 1 point

Families with more than two dependents will receive additional points of 1 point per dependent above 2 (per Tax Return Transcript).

Books

Text book and workbooks for K-8 are covered in the registration fee. Students are responsible to pay for damages to textbooks. Lost textbooks, library books, etc., may be charged to the student's financial account.

TRANSFERS AND WITHDRAWALS

Transfer

For a student who transfers from another school, tuition is charged based on the number of days the student attends Blue Mountain Seventh-day Adventist Elementary School.

Withdrawal

A student will be charged tuition for the remaining days within the quarter they withdrawal. The date of withdrawal will be the date on which the Principal receives notification in writing. If the student withdraws after registration but prior to the first day of school, a full **tuition** refund will be made. A written withdrawal form must be completed prior to the release of transcripts or report cards.

STUDENT LIFE

The Blue Mountain Elementary school has certain standards by which all students are expected to abide. When these principles are accepted and practiced by the students, this school becomes in a truer sense the school that God wants it to be.

The rules and regulations contained in this Handbook are the policies of Blue Mountain Elementary School. These policies may be modified, changed, or amended at the discretion of the faculty and administration. All regulations adopted by the faculty and announced to the students have the same effect as those published in this Handbook. All regulations and principles of conduct remain in effect throughout the year including all school-sponsored activities on and off campus.

SCHOOL HOURS

Kindergarten – Eighth Grade

Monday – Thursday 8:15A.M. – 3:00 P.M.

Friday 8:15 A.M-2:00 P.M.

ATTENDANCE

INCLEMENT WEATHER NOTIFICATION AND POLICY

Blue Mountain Seventh-day Adventist Elementary School follows the Hamburg School District for weather related closings. Parents/students will be notified of such closing by checking the local radio and/or TV stations. In the case of early dismissal, every attempt will be made to contact parents.

1. Television channels – WAGL Channel 8 or WFMZ Channel 69
2. Check the internet website for your local school district.
3. Check Classtag.

Students will be expected to participate in alternative education via internet instruction and communication as assigned by classroom teacher. If internet access is not available, it is your responsibility to communicate and arrange alternative assignments with the classroom teacher.

SCHOOL ATTENDANCE and SUCCESS IN SCHOOL

Success in school is directly related to attendance because new skills and concepts are introduced every day. Out of school appointments should be scheduled after school hours, if at all possible, so the continuity of education will not be interrupted. Please do not make regular appointments that require frequent early dismissals. Whenever a child leaves school early, he/she needs to be signed out at the office by an adult before being dismissed.

ATTENDANCE POLICY

***All students are expected to attend school on a regular basis.

Blue Mountain Seventh-day Adventist Elementary School adheres to and is in full compliance with the Laws of the Commonwealth of Pennsylvania. Except in cases of illness and extenuating circumstances, students are expected to be present when school is in session. Family vacations and trips, which are scheduled when school is in session, are not considered valid reasons for absence and are not excused absences. If an absence is pre-arranged, teachers will allow students to make up missed assignments, tests, and quizzes.

It is the student and parent's responsibility to communicate with their teachers about work, which needs to be made up.

Students who are absent from school for any reason must present a written excuse to the teacher or office upon return.

ABSENCE CATEGORIES

1. Excused Absence

Illness*

Parents need to call the school by 8:30 A.M. if their child will be absent and send a note to the office within 72 hours of the absence for the absence to be excused.

Bereavement*

Quarantine/communicable and infectious disease*

Academy visitation (up to two days with pre-arranged absence) *

Any school-sponsored activity scheduled during class time*

Long-term illness (documented by physician at the start of the year or illness) *

Absence due to disciplinary action/suspension

The items above that are starred (*) require notes from parents or other official documentation within two days of return or the absence will count as unexcused. Absences for medical reasons that exceed three consecutive days must be substantiated with a physician's note. School related functions, whether academic or extra-curricular, will be excused absences. Students are expected to make up any missed work. Some assignments can not be substituted or made up.

2. Pre-Arranged Absence

Arranged according to above procedures

Absences do count towards F/A (failure due to attendance)

Absences will not count against eligibility for extracurricular activities

3. Parental Excused Absence

Parental excuse note must be turned in to the office upon return to school

Absences do count towards F/A (failure due to attendance)

Absences will not count against eligibility for extracurricular activities

4. Unexcused

All other absences not listed above will be considered "unexcused".

FAILURE DUE TO ABSENCE

Class attendance is very important for the success of students. While every effort will be made to facilitate missed work due to illness, school attendance is still the best method of instruction for a student. Students with more than 10 unexcused absences, consecutive or cumulative, will be reported to the local school district for truancy.

Absences due to extended illnesses (more than 3 days) may be appealed to the Principal when accompanied with a doctor's note.

TARDINESS/EARLY DISMISSAL

Students who are not at lineup or in their classroom at 8:15 A.M. will be considered tardy. In an effort to better provide for the safety of your child(ren), we ask that you inform the school office via telephone before 8:30 A.M. if your child is going to be absent from (or excessively tardy) school.

Early dismissal procedure

If parents need to have a student dismissed before the close of the daily session, a written request should be submitted to the office in advance.

CLASSROOM ATTENDANCE

A student will be counted absent if he/she is more than 10 minutes late to class and does not have an excuse note from the previous teacher or from an administrator.

ARRIVAL/DISMISSAL

During the 2:30-3:00 P.M. dismissal time; all parents, siblings and visitors will be asked to remain outside the building. The hallway must remain as open as possible. We ask that you understand that a teacher's classroom duty is not complete until 3:30 P.M. If you need to speak with your child's teacher, please make an appointment outside of the hours of 7:30 A.M. to 3:30 P.M. This time is specifically set aside for teacher/student focus. Our ability to effectively serve depends on everyone's cooperation with guidelines and procedures. The safety and care of your children is our number one concern. Please, take careful note of the following responsibilities and procedures.

Student

All arrivals will go through the side entrance to the temperature check station, before putting their belongings in their locker and going directly to their classroom.

Parents

The drop off and pickup point is the reserved area of the parking lot in the front of the building. If you are entering the building, be sure to park in such a way that will not block the school bus pick up area. Remember to sign in and out of the building.

If you are sending someone else to pick-up your child, we must have written permission on file in advance.

Public School Transportation

If your child rides a public school bus, they are entitled to the same rights and privileges as public school students. The routes must be planned so your child arrives at the school on time and has ample time to catch the bus after school.

The parents, not the school, should settle problems with the public school transportation. Parents are to contact the following persons should they encounter transportation problems:

1. Contact the supervisor of transportation in the school district in which you reside.
2. Contact the chief school administrator (usually the District Superintendent).
3. You may wish to contact your local state senator or representative.
4. Contact the State Department of Education. The phone number is (717) 783-5146.

DRESS CODE

RATIONALE

Blue Mountain Seventh-day Adventist Elementary School expects students to be dressed and groomed in such a way as to not disrupt or distract from instructional procedures or classroom decorum. Appropriateness to the occasion, the activity, and the time should always be the guide. Students should choose their clothing based on the principles of cleanliness, neatness, modesty, and appropriateness. Due to a wide range of values and beliefs associated with modesty, neatness and appropriateness, the following dress code is to be followed during all school days and when participating in any school activity unless otherwise stated.

ALL STUDENTS

SHIRTS

Students are required to wear a uniform polo as provided by the school appointed uniform provider. Students should have at least one shirt in Maui Blue, all other uniform polos may be of colors of your choosing. Students uniform shirts should be properly fit and in good repair.

PANTS/SHORTS/SKIRTS/SKORTS

Students are required to wear navy blue or tan docker or khakis style pants, shorts, skirts or skorts. Student uniform bottoms should fit properly and be in good repair. Short, skort, and skirt length must be no more than 3" above the back of the knee. Jeans are allowed with when permission is given by the Administration for special days or field trips.

SWEATERS/OUTERWEAR

Shirts being worn over the uniform shirt should be properly fit, and school appropriate. A uniform shirt must be worn underneath the sweater or sweatshirt being worn. Sweaters being worn throughout the school day should be plain colored and be free from words and pictures.

SHORTS

Walking shorts or capris may be worn until the end of September and again in May (walking shorts are almost to the knee in length. Please keep the same colors; khaki or navy blue.

PERFORMANCE ATTIRE

White, long sleeved dress shirts with button down collar and black pants or skirts
Skirts must be no shorter than just above the knee.

FOOTWEAR

Non-marking, closed toes shoes should be worn at all times.

HEADWEAR

Hats, bandanas, hoods, scarves, etc., are permitted outside the school building only and are not permitted in the building at any time.

Swimsuits worn for swimming class need to be modest – trunks for boys and one piece for girls.

Nail polish and make-up should be natural and clean looking.

Any form of jewelry is unacceptable.

Hair should always be neat and well groomed. Extreme hairstyles are not permitted if distracting in the classroom.

Parents have the primary responsibility for making certain their children are dressed appropriately for school and its activities. If abuses in this dress code occur, the following procedures may be followed:

1. The teacher may notify the parents.
2. The parents may be asked to bring appropriate clothing or take the child home.

CAMPUS CONDUCT

It is the goal of Blue Mountain Seventh-day Adventist Elementary School Board, administration, teachers and staff to provide a safe environment for all members of the school community. All students and staff share in the responsibility of developing and maintaining a climate which is conducive to a wholesome Christian environment for learning and living. It is expected that all students behave in a manner which will naturally bring praise and respect to God, their families, their school, and to themselves.

Students are expected to ...

1. ...treat each other with respect.
2. ...treat school property and the property of others with care.
3. ...pay for property that is damaged.
4. ...arrive on time and be prepared with assignments completed and materials for optimal learning.
5. ...accept responsibility for themselves.
6. ...be at the appropriate place at the appropriate time.
7. ...abstain from using the Lord's name in vain.
8. ...abstain from vulgar language or gestures.

CAMPUS SECURITY

CAMPUS GUESTS

1. School and class activities on and off campus are open only to students who are enrolled at Blue Mountain Seventh-day Adventist Elementary School. For some occasions, student guests may be invited under the following guidelines:
2. Obtain permission from the Principal.
3. Maintain the same standards of dress and conduct as Blue Mountain Elementary school students.
4. Abide by all school guidelines of Blue Mountain Seventh-day Adventist Elementary School.
5. All parents and other guests must report to the office upon arrival on the school grounds. All messages or student items are to be given to the office to keep interruptions of class instruction to a minimum.

CLOSED CAMPUS

Students may not leave the school grounds during the day without written permission from their parents and approval of the Principal.

STUDENT GUIDELINES

COMPUTERS

Computers at school are for school related work. Students who violate this agreement will lose their computer privileges. The use of computers is a privilege and not a right. All students and parents are required to read and sign the “Internet Use Policy” contract.

Electronic Devices

Use of electronic devices are not permitted during school hours including but not limited to cell phones, MP3 players, iPods, tablets, etc.

TELEPHONES

Cell Phones

All cell phones are to be silenced and placed in the locker at the beginning of the school day and may be removed at the end of the school day. The school will not be responsible for lost or damaged property at school. If cell phones are heard or found to be a distraction during school hours, the cell phone will be checked in with the principal and returned at the end of the school day.

Office telephones are intended for the use of administration, faculty, and staff. Parents are asked not to call their children during the day except in an emergency.

ENTREPRENEURSHIP

Selling of items may be done on the Blue Mountain Seventh-day Adventist Elementary School campus only after specific permission has been granted by Administration. Any selling on campus is to be for the express benefit of the school and/or its entities. This is true for all—including classes, organizations, students, and staff.

LOCKERS

Lockers are the property of Blue Mountain Seventh-day Adventist Elementary School and should be treated carefully and kept closed, and clean. The school is not responsible for items stored in the lockers.

Administration reserves the right to randomly search lockers for inappropriate items.

INAPPROPRIATE BEHAVIORS

CHEATING

Cheating consists of receiving unauthorized assistance on a quiz, an exam or any assignment; offering such assistance; using hidden material to aid in taking a test; practicing deception of any kind, including plagiarism, in the completion of school assignments.

DISHONESTY

Dishonesty consists of practicing deception of any kind and being untruthful in any manner, written or verbal.

EXTORTION

Extortion is the solicitation of money, or something of value, from another person in exchange for protection or connection with a threat to inflict harm or robbery.

SAFETY GUIDELINES

PHYSICAL VIOLENCE/VERBAL ABUSE/ BULLYING

Physical or verbal attack of one person or a group of persons is forbidden at Blue Mountain Seventh-day Adventist Elementary School; this includes menacing or threatening behavior towards another person. Attempts to damage someone's reputation, intentional repeated hurtful acts and/or words, badgering, provoking anger or resentment, creating feelings of persecution, threatening or terroristic language, manipulating, or influencing or teasing are considered bullying. Threats, derogatory remarks toward one's personal property, individuals, staff, or family member is unacceptable. When facts are established, a perpetrator may face immediate suspension until further action is taken.

SEXUAL HARASSMENT/HAZING

Each person is to respect the right of others to be free of harassment in all forms. Harassment is understood to mean any type of actions or words that make another student feel uncomfortable or insecure. This includes sexual harassment (unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature), hazing, (any conduct or method of initiation in any school organization, club or activity which could willfully endanger a person's physical and / or mental health, intimidation, and bullying. Disrespect and any other verbal, social, physical, or other expression that might undermine the well-being of another.)

SUBSTANCE USE – ALCOHOL, DRUGS, AND TOBACCO

Blue Mountain Seventh-day Adventist Elementary School does not tolerate the transportation, use, possession, distribution (the act of giving or selling any such substance to another) and/or sale of alcohol, tobacco, drugs, or drug paraphernalia (including look-a-like drugs) or distribution of any substance not labeled in accordance by the FDA on school property or at any school activity.

WEAPONS, DANGEROUS OBJECTS, AND EXPLOSIVE DEVICES

Blue Mountain Seventh-day Adventist Elementary School adheres to Pennsylvania law that prohibits the use, sale, possession of, or furnishing of any illegal weapons. Firearms, explosives, or other devices that may be considered a weapon are also prohibited. Legal authorities will be contacted as required by law if any of the previously listed items are brought onto school grounds.

ARSON

Arson is willful destruction of property by fire. The use of devices that may cause a fire to occur whether deliberate or accidental, such as cigarette lighters or matches are prohibited. Legal authorities will be contacted as required by law.

FIRE DRILLS, ALARMS AND EXTINGUISHERS

Fire drills will be held periodically during the school year. When the fire alarms sound, students should proceed quickly and quietly to the fire exits as instructed. Anyone who sets off a false fire alarm or uses the fire extinguisher for other than the intended purpose will be disciplined.

PROPERTY DAMAGE

Any attempt to damage school property whether by carelessness, misuse, willful destruction of objects or materials belonging to the school, will be assessed and charged to the student. This includes but is not limited to writing on desks, furniture or walls or defacing the property in any way.

DISCIPLINE

When a student exhibits inappropriate behaviors, counselling and redemptive measures will be employed whenever possible. There may be times, however, the school cannot adequately meet the needs of the student. In such cases, the student will be asked to withdraw from school. In every case, individual situations will be considered. "The true object of reproof is gained only when the wrongdoer himself is led to see his fault and his will is enlisted for its correction. When this is accomplished, point him to the source of pardon and power. Seek to preserve his self-respect and to inspire him with courage and hope." *Ellen White, Education pp. 291-292*

PRINCIPLES THAT GUIDE OUR DISCIPLINARY DECISIONS

1. We believe that students should be guided and expected to solve the problems they create without creating problems for anyone else.
2. We believe that school personnel should make every attempt to maintain the dignity of both the student and the adult during a disciplinary situation.
3. We believe that students should see a reasonable connection between their actions and the consequences that follow.
4. We believe that students should be given opportunities to make decisions and live with the consequences, be they good or bad.
5. We believe that the adult's emphasis should be placed on helping students learn to problem-solve and to adopt new behaviors, instead of make students "pay" for past misdeeds.
6. We believe that students should have an opportunity to invoke a simple "due process" meeting if they believe that consequences are unfair.

GRIEVANCE PROCEDURE

If there is a concern regarding the way in which a teacher handles a situation, please follow the following steps found in Matthew 18:15-17.

1. Make an appointment with your child's teacher to resolve the issue.
2. If the problem cannot be resolved between the teacher and the parent, an appointment should be made with the Principal and teacher for further discussion.
3. If the problem persists, you may arrange an appointment with the teacher, Principal, and School Board Chair. The Board Chair may choose to bring this to the Board for resolution.
4. One should avoid discussion with other teachers, parents, students, or others in the community at large.

When all else fails and a student is unresponsive, the teacher may suspend the student from class and will notify a parent. The Principal shall have the authority to suspend a student for conduct that disrupts the educational process of the school. Suspension will be for a period of one to four days. Final dismissal from school, if necessary will be made upon the recommendation of the Principal and by the approval of the School Board.

CLUBS AND ORGANIZATIONS

The school sponsors organizations that are designed to promote leadership among the students and to develop the physical, mental, social and spiritual abilities.

Eligibility for office (yearbook, class, etc.) and for participation in extra-curricular activities is dependent on a student's GPA, citizenship, and attendance.

Sponsors

A faculty member is appointed to every school sponsored club and/or organization. No meeting is official and no action taken is binding if the sponsor is not present. All organization members and officers must work with the sponsor to coordinate activities. The treasurer of each organization, in cooperation with the sponsors and the school treasurer, is to keep written accounts of all funds for the organization. The organization must deposit all cash with the treasurer of the school to be held on account.

Field Trips

For students to participate in a planned/scheduled field trip (school/classroom), a properly signed and dated permission slip with consent to treat must be received from the parent/guardian by the specified due date for the given activity.

INSURANCE

Supplemental accident insurance is included in the registration fee. This insurance is a secondary insurance, and will provide coverage as delineated in the school insurance policies. Claims for insurance from school accidents should be made through the school. Any accident must be reported to the principal at the time of occurrence. Complete the necessary forms as soon as possible in order to notify the insurance company.

ACADEMICS

REPORT CARDS

The school year is made up of four quarters. In order to keep parents informed of their child's progress, teachers may send home mid-term progress reports. Such a report must be signed by a parent/guardian and returned to the classroom teacher.

The academic performance of each student's work will be reflected in the grades received following each quarter. Parents are encouraged to work with the classroom teacher to promote maximum academic success for each student.

GRADING

Grades 1 and 2 use a 3-point divisional system of grading:

E = Excellent academic performance, Exceeding requirements, High degree of mastery

S = Satisfactory programs, Meeting requirements, Basic degree of mastery

N = Needs improvement, Not meeting all requirements, Lack of mastery

Grade 3-8 use a 5-point divisional system of grading:

A = Outstanding - Exceeding requirements of the course, - High degree of mastery

B = Above Average - Meeting all requirements of the course with a better than average level of mastery

C = Average - Showing basic understanding of subject matter - Basic degree of mastery

D = Below Average - Not meeting all requirements, - Minimal degree of mastery

F = Unsatisfactory - Failure to meet many requirements - Lack of mastery

I = Incomplete. An incomplete is given only when there is justifiable reason for work not being completed on time. An Incomplete automatically becomes an "F" if the work is not made up before the end of the next grading period. It is the sole responsibility of the student to complete all incomplete work.

PARENT/TEACHER CONFERENCES

Two Parent/Teacher conferences will be scheduled during the school year. Conferences will be held at the end of both the 1st and 3rd quarters. Parents may schedule other conferences during the school year at a mutually convenient time with their child's teacher. Conferences may not take place during regular school hours. Teachers will contact parents of students who are demonstrating little or no progress to schedule a conference.

GRADUATION REQUIREMENTS

1. A student who fails two or more core subjects in the fourth quarter will not be promoted to the 9th grade.
2. A student who is not promoted due to failing a class or classes may remove the failing grade or grades by attending summer school or taking these courses by home study. Upon satisfactory completion of the courses the student will be promoted.

3. The student's final statement of account must be paid in full before he/she will receive his/her diploma. Students must receive financial clearance before being allowed to participate in graduation exercises. (Appeals may be made to the Finance Committee).

Honor Requirements for 8th Grade Graduation:

High Honors 3.51-4.00

Honors 3.00-3.50

ADDITIONAL INFORMATION

HOME & SCHOOL ASSOCIATION

The Home and School Association provides tremendous support and inspiration to the educational life of our students. Home & School activities provide program support for parents and teachers. The financial support to the school provides for improvements that otherwise would not be possible. Plan to be an active part of the Home & School Association.

PARENTAL INVOLVEMENT

Possible ways parents can help Blue Mountain Seventh-day Adventist Elementary:

- Pray for the school, students, and staff.
- Ask the Principal and teachers to discover the classroom and school needs.
- Donate acceptable books to the school library.
- Serve as a resource person; share your expertise.
- Serve as a room parent.
- Donate copy paper.
- Encourage friends and family to support Christian education with tax deductible financial gifts.
- Chaperone on field trips. *

*If you would like to volunteer for the school in any capacity, please contact a school official. In order for Blue Mountain Seventh-day Adventist Elementary to be compliant with state and federal laws, ALL volunteers MUST complete a Child Abuse History Clearance, a Criminal Record History, and a Federal Fingerprinting free of charge.

YOUTH PROGRAMS

Blue Mountain Seventh-day Adventist Elementary is supportive of the local Adventurer and Pathfinder Clubs and share its facilities with those organizations.